

**OFFICE OF FINANCIAL INSTITUTIONS
DIVISION OF FINANCIAL INSTITUTIONS
1025 CAPITAL CENTER DRIVE, SUITE 200
FRANKFORT, KENTUCKY 40601
PHONE (502) 573-3390
FAX (502) 573-0184**

Initial Registration

How to register a Loan Officer/Originator:

- 1. Submit Fingerprint Card to FBI for background check.**
- 2. Complete 12 hours of Continuing Education—initial 12 hours must be classroom.**
- 3. Upon receiving your fingerprint card, along with any attached report, back from the FBI, submit complete application for registration. The application package must include: (a) Application form, (b) FBI Background Check, (c) Current Resume, (d) Proof of 12 hours Continuing Education, (e) Registration Fee of \$50.00—make check payable to Kentucky State Treasurer.**
- 4. Be aware that effective July 11, 2006, temporary registration certificates will be an option for individuals as a result of HB 462. The temporary certificate may be issued while the individual is waiting for the background check or to fulfill the education requirement.**

Once we receive a complete application, it takes approximately 2 weeks to process. You will receive a registration letter in the mail. Please retain the letter for your records, this serves as your proof of registration.

Renewal of Registration

Registrations are to be renewed, annually by June 30

How to renew a registration for Loan Officer/Originator:

- 1. Submit renewal application form.**
- 2. Submit proof of 12 hours continuing education—6 hours are to classroom & 6 can be online.**
- 3. Submit renewal fee of \$50.00—make checks payable to Kentucky State Treasurer.**

You will receive a renewal letter stating your registration is current through the next June 30. Please retain the letter for your records, this serves as proof that your registration is current.

If renewal is received after the renewal period (more than 10 days past June 30 expiration), there will be a \$250.00 reinstatement fee required.

